

## Newcastle College University Centre Graduation 2024

We are delighted to announce the date for your **Graduation Ceremony 2024** to celebrate you gaining your higher education qualification. This is your opportunity to celebrate your hard work and achievements with friends, family, classmates and University Centre staff.

The details of your graduation ceremony are as follows:

**Ceremony 1:** Business, Hospitality and Travel students

**Date:** Thursday 11 July 2024

**Location:** Newcastle Civic Centre

**Student registration and robing:** 9.00am to 10.00am

**Ceremony start time:** 11.00am

**Deadline to book your place, hire your gown, book guest tickets and photography:** Tuesday 28 May 2024

### IMPORTANT INFORMATION: PLEASE READ

#### Tickets

You will be able to book your place, book **up to two guest tickets**, hire your gown and purchase any photography packages from **10am, Tuesday 26 March 2024**. Gown hire is **£37** which includes your student ticket. All guests will require a ticket to attend a graduation ceremony. Guest tickets are **£12** and are non-transferable. If you do not wish to attend graduation, you will be unable to book guest tickets on another student's behalf. All guests require a ticket, including any guest under 18.

It is advised that you **book your tickets as soon as possible** to avoid disappointment. Due to capacity and health and safety regulations at the venue we can only accommodate a certain number of students and guests. If a ceremony becomes full, we will endeavour to place you in another ceremony. Unfortunately, we cannot guarantee your place at graduation after the ticket deadline date of **12pm, Tuesday 28 May 2024**.

#### Extra guest tickets

If graduation ceremonies are not fully booked by the deadline date of **12pm, Tuesday 28 May 2024**, we will release extra guest tickets from **10am, Tuesday 4 June 2024**. You will be notified by the email address you supplied at the time of your booking. Please note, there is no waiting list for extra guest tickets.

#### The ceremony

This is a formal ceremony so you will need to wear academic dress (gown, hood and mortar board). Details of how to order these are detailed below. The formal part of the ceremony will last for approximately one hour, after which light refreshments will be served and you will have the opportunity to catch up with friends and have any professional photographs taken that you may have ordered.

Due to the large number of students graduating it is very important that all students and guests arrive promptly at the allocated time for registration. There is no car parking at the venue, however there are car parks located in the city centre, so please make allowances for this when planning your journey.

## Registering your attendance and purchasing your tickets, gown and photography

1. Visit our website [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation) and carefully read through the important points and information on how to purchase your tickets. **You will need to purchase your ticket and gown hire as well as any guest tickets through Eventbrite – each ceremony will have their own Eventbrite page so please check carefully that you are purchasing tickets for the correct ceremony.** You will need to select your degree title at point of purchase.
2. **A link to each ceremony's Eventbrite is on the Graduation webpage.** Here you will be able to secure your place at graduation by **completing payment** for your gown and up to two guest tickets.
3. Once you have placed your order you will receive your tickets (both student and guest tickets) as a PDF via email. You will need to keep these safe as you will need to bring these with you on the day of your graduation. You will need to either produce your digital ticket or a print-out of your ticket to be checked-in on the day by the Graduation Team. Please note it is your responsibility to ensure your guests have their tickets to present at the venue on the day. Tickets are required for each guest and are non-transferable and can only be checked in once.
4. Please email [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk) if you have any access requirements for yourself or your guest(s). Please state your name and the ceremony you will be attending in your email.
5. To book your photography, please follow the photography link on the Graduation 2024 webpage at [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation)

## IMPORTANT POINTS - PLEASE READ

- Attendance at graduation is subject to satisfactory completion of your course. If you do not pass your course the cost of your gown hire, guest tickets and photography costs will be refunded. Please note there is a £5 administration cost for cancellation of photography packages with our external supplier, Academy Graduations.
- Any students who have not paid their course fees in full will not be eligible to graduate by attending a graduation ceremony. As per Newcastle College policy stated in your fee payment agreement and in your student handbook, any qualification certificates and graduation entitlement may be withheld pending full settlement of your fees.
- It is recommended that you dress smartly and wear something with a button front to attach your graduation hood. It is also recommended that you wear appropriate footwear as you will need to walk up a few steps to collect your award on stage.
- Due to the length and nature of the ceremony we recommend that children under the age of four years old do not attend.
- A list of Frequently Asked Questions (FAQs) regarding graduation can be found at [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation). It is recommended that you read these as they may provide answers to questions you may have.
- If you have any other queries that are not answered within the FAQs please email [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk) and we will endeavour to reply to you within five working days.

We hope that you can join us for your graduation and look forward to seeing you in July.

## Newcastle College Graduation Team

PART OF



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